



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Senior Environmental Specialist - Extra-Help

An Equal Opportunity Employer

SALARY

\$34.92 - \$42.45 Hourly

OPENING DATE: 07/12/17

CLOSING DATE: 07/20/17

THE POSITION

**Become An Extra-Help Senior Environmental Specialist And
Make Up To \$42.45 An Hour***

Senior Environmental Specialist's perform a wide variety of field and office work in connection with environmental review of public and private construction projects. They work collaboratively with engineers and other natural resources professionals from Federal, State, and local agencies to analyze and report on the environmental effects of public (flood control, highway, water supply, sanitation) and private (residential, commercial, industrial) construction projects.

Ideal Candidates Will Have Experience

- Preparing California Environmental Quality Act (CEQA) and National Environmental Quality Act (NEPA) documents and permit applications for the Army Corps of Engineers, the Department of Fish and Wildlife, and the Water Boards
- Analyzing field data, developing conclusions and recommendations, and writing project reports consistent with guidelines and requirements of regulatory and funding agencies
- Working with the CalTrans local assistance process
- Identifying and characterizing a wide spectrum of native and non-native habitats and associated species (wetlands, riparian, grasslands, woodlands, forests, streams, estuaries, and oceans), defining the existing ecological processes, and developing related restoration reports and plans
- Communicating effectively with regulatory agencies, interested members of the public, developers, and/or elected officials
- Effectively managing priorities and meeting deadlines in a fast-paced work environment

*Salary is negotiable depending on experience, salary history, and requirements.

Extra-Help Employment

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary, extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

This employment list may also be used to fill future temporary, extra-help positions as they occur during the active status of the list.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**MINIMUM QUALIFICATIONS**

Education: Academic course work which directly relates to the knowledge and abilities listed. Normally, such course work would include the equivalent of a four year college degree in planning, engineering, technical writing, physical or biological sciences, physical/biological/social and human environmental relations, or other related courses.

Experience: Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, two years of experience in engineering and/or public works project experience including some experience in the preparation of environmental reports.

OR

Positions with specialized assignments require training and education in one of the specialty areas which provides an opportunity to acquire the necessary technical knowledge and abilities to perform the duties of the specialty assignment. A typical way to obtain the required qualifications would be the equivalent of a four year college degree with course work in fishery biology, wildlife management, zoology, biology, botany, soils science, agronomy, or a closely related field; and one year experience working within the designated specialty area.

License/Certificate: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: Federal, State and local laws, regulations, current programs and court decisions pertaining to environmental protection; environmental considerations in the design, location, and construction of public (flood control, highway, water supply, sanitation) and private (residential, commercial, industrial) projects; and citizen and public interest groups dealing with environmental matters; physical, biological, social and human environmental relationships; and contract management.

Specialized assignments require the following:

Fish and Wildlife

Working knowledge of: fishery and wildlife management principles and methods; the classification, life histories, ecology, habitats, parasites, and diseases of fresh-water fish and California wildlife; research methodology; wildlife resource management, including watershed, range, forestry, fishery, wildlife and recreation techniques and equipment in making biological investigations of fish and wildlife; materials, equipment, and techniques used in fishery and wildlife habitat improvement; and fishery considerations in the design, location, and construction of public works projects relating to streams, lakes, and ecological areas.

Botanical, Wetland Resource and Soils Morphology

Working knowledge of: vegetation and soils management principles and methods; the classification and morphology of soils, and botanical identification, classification, and life histories of plants; botanical soils research methodology; techniques and equipment in making botanical and soils investigations; materials, equipment and techniques used in botanical habitat enhancements or soil structure improvements; and of botanical considerations in the design, location, and construction of public construction projects relating to wetlands and other ecological areas.

Arboricultural/Revegetation

Working knowledge of: the classification and identification of native plants and ornamental trees; the growth habits, parasites, diseases, habitat and life histories of native plants and ornamental trees; sources of native plants; soil amendments and fertilizers; irrigation methods, needs, and materials; erosion control methods and materials; and planting monitoring and maintenance methods; tree management principles and methods, research methodologies; forestry, woodland and range resource management; and techniques used in arboriculture; considerations needed to design, locate, and construct revegetation projects in urban and natural settings and to be compatible with the desired function of flood control, water supply, and sanitation facilities; and of arboricultural considerations in the design, location, and construction of public projects.

Working knowledge of: construction principles, practices, and terminology; the use of personal computers and various software applications; the use of noise meters, cameras, and various audio-visual aids.

Ability to: analyze and design project reports and determine probable effect on environment; write effectively and to use good judgment in the assembling, evaluation and use of information; prepare and present various reports on the effect of projects on the environment to advisory boards, commissions, and elected bodies; assist in planning, scheduling, and training of other employees; make mathematical calculations; analyze situations accurately and adopt an effective course of action; establish and maintain effective relationships with other staff members, staff of other agencies, organizations, and the general public; and use a personal computer to do word processing, spreadsheets, graphics and modeling.

Working Conditions

Duties require sitting and standing for prolonged periods. Additionally, walking on level, inclined, uneven, wet and slippery surfaces; reaching, kneeling, bending, stooping, and climbing over objects is required in the performance of routine duties while conducting field work. The incumbent may, while monitoring projects in the field, be subjected to all weather conditions including wet, hot and cold. During construction and field site inspections incumbents may be exposed to dust and pollen, poisonous and stinging plants, and loud noises. The need to climb stairs, push and/or lift weights up to 25 pounds may be required when using office or field equipment, lifting binders and/or pushing boxes of specifications and reports.

SELECTION PROCEDURE

& SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job](http://agency.governmentjobs.com/sonoma/job_bulletin.cfm?JobID=1781543) with the County of Sonoma for more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

ADDITIONAL INFORMATION

A background investigation may be required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, may be required prior to employment.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #17/07-0990-EH
SENIOR ENVIRONMENTAL SPECIALIST - EXTRA-HELP
CG

Senior Environmental Specialist - Extra-Help Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- ☐ CalJobs
- ☐ CareerBuilder
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers

- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ Sacramento Bee
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

- * 2. Please describe how you meet the minimum qualifications for this position. Include any degree(s), relevant trainings and coursework completed, and job title(s), employers' name(s), employment dates, and a description of your primary duties relevant to this position.
- * 3. Please describe your experience conducting environmental reviews for construction and/or maintenance of public works projects. Include details relevant to field surveys and the analysis you performed.
- * 4. Please describe your experience collaborating with and/or reporting to representatives of governmental agencies (including regulatory agencies) and/or non-governmental organizations.
- * Required Question